

Government of India

Online National Drugs Licensing System (ONDLS)

USER MANUAL

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida-201307

Phone: 91-120-3063311-14 Website: <http://www.cdac.in>

This is a controlled document. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of CDAC, Noida.

Table of Contents

1. Applicant Dashboard.....	4
2. Technical Member.....	5
2.1 Add Technical Member.....	5
2.2 Hired Technical Person Pool.....	10
3 Product Management.....	11
3.1 Blood bank Product.....	12
3.2 Draft Products.....	14
3.3 Approved Products.....	15
4 Add Site Details.....	16
5 Application Processing.....	17
5.1 Fresh Application Submission.....	17
5.1.1 Application Product Mapping.....	20
5.1.2 Application Technical Member Mapping.....	21
5.1.3 Checklist Document Validation and Upload.....	23
5.1.4 Payment Details.....	24
5.1.5 Final Form.....	25
5.1.6 Submitted Application.....	25
5.2 Save as Draft.....	26
5.3 Submitted Applications.....	27
5.4 Approved Applications.....	29
5.5 Query Raised Applications.....	30
5.6 Rejected Applications.....	30
5.7 Post Approval Change Request Application.....	31
5.8 Request for Surrender/Withdrawn.....	31
6 Old Licence Management.....	32
6.1 Old Licence Product Draft Management.....	32
6.2 Old Draft Licence.....	34
6.3 Apply Retention/Renewal.....	38
6.4 Old Licence Under Rectification.....	41
6.5 Old Rejected Licence	42
6.6 Old Product Under Review.....	43
7 Licences.....	43
Annexure	
List of Figures.....	45

Blood Bank

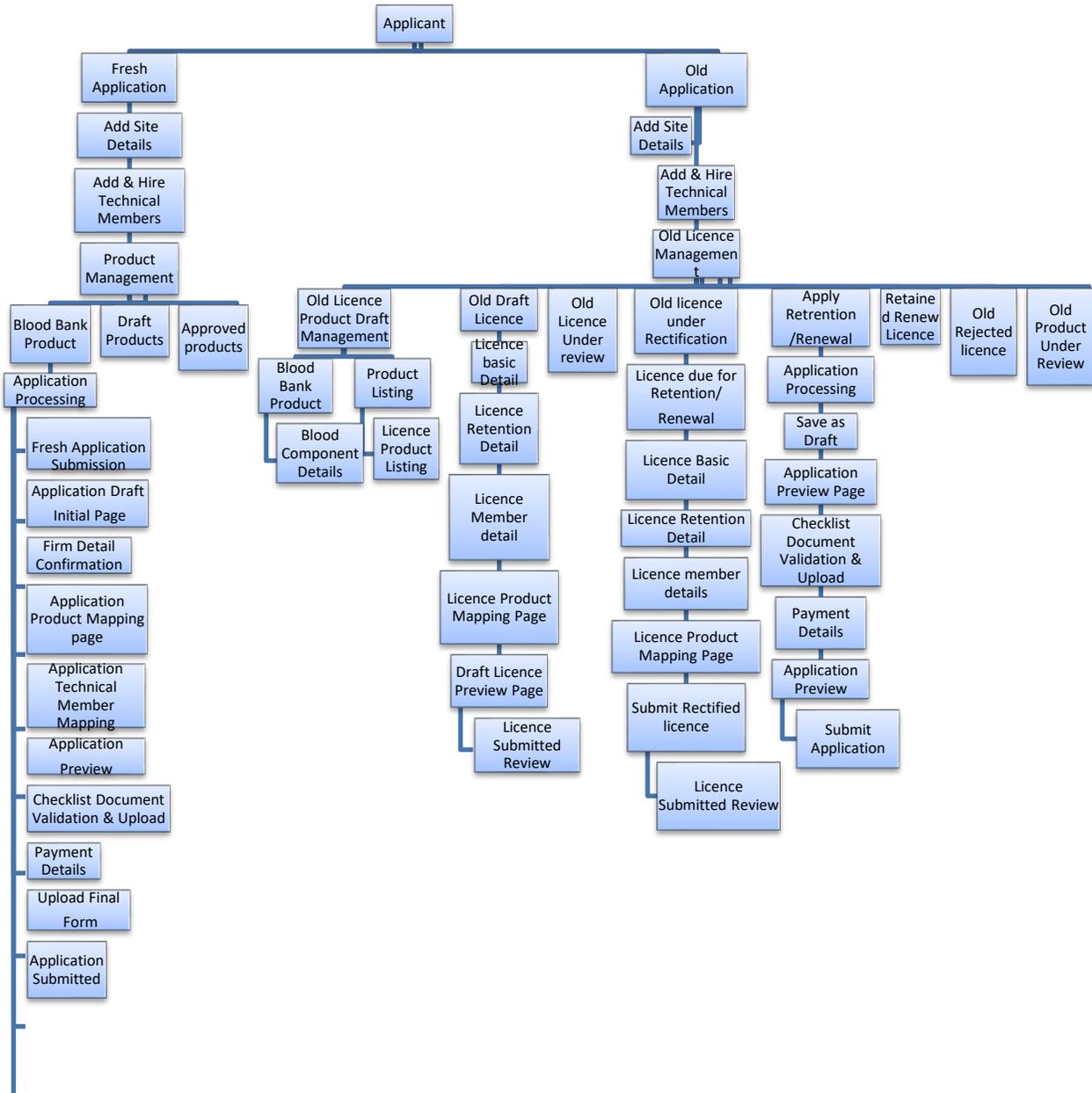


Diagram 1: DFD Blood Bank Fresh/Old Application Submission

1. Applicant Dashboard

- After login, an applicant dashboard shows the following options as shown in Figure 1.
- Applicant can apply for:
 - Fresh Application
 - Old Application
- **Fresh Application:** Applicants apply for a new application. For fresh application submission, users can click on application processing from the dashboard, as shown in Figure 1.
- **Old Application:** Applicants apply for renewal of old licence. For old application, user can proceed with old licence management tile from dashboard as shown in Figure 1.
 - For Fresh Application, users should add, hire, and approve four technical members. Technical members users can include are a Blood Centre Technician, Technical Supervisor, a Medical Officer, and a Registered Nurse.
 - For Old Application also, users should add technical member.



Figure 1: Applicant Dashboard

2. Technical Member

- If users want to add a technical member, then click on tile Technical Member to proceed as shown in Figure 2. Once the user clicks, the page will be redirected to Technical Member Page as shown in Figure 3.

2.1 Add Technical Member

- Now click on Add Technical Member tile, enter the Member Registration number in the text box given on page Technical Person Profile and click on button Fetch Profile as shown in Figure 4.

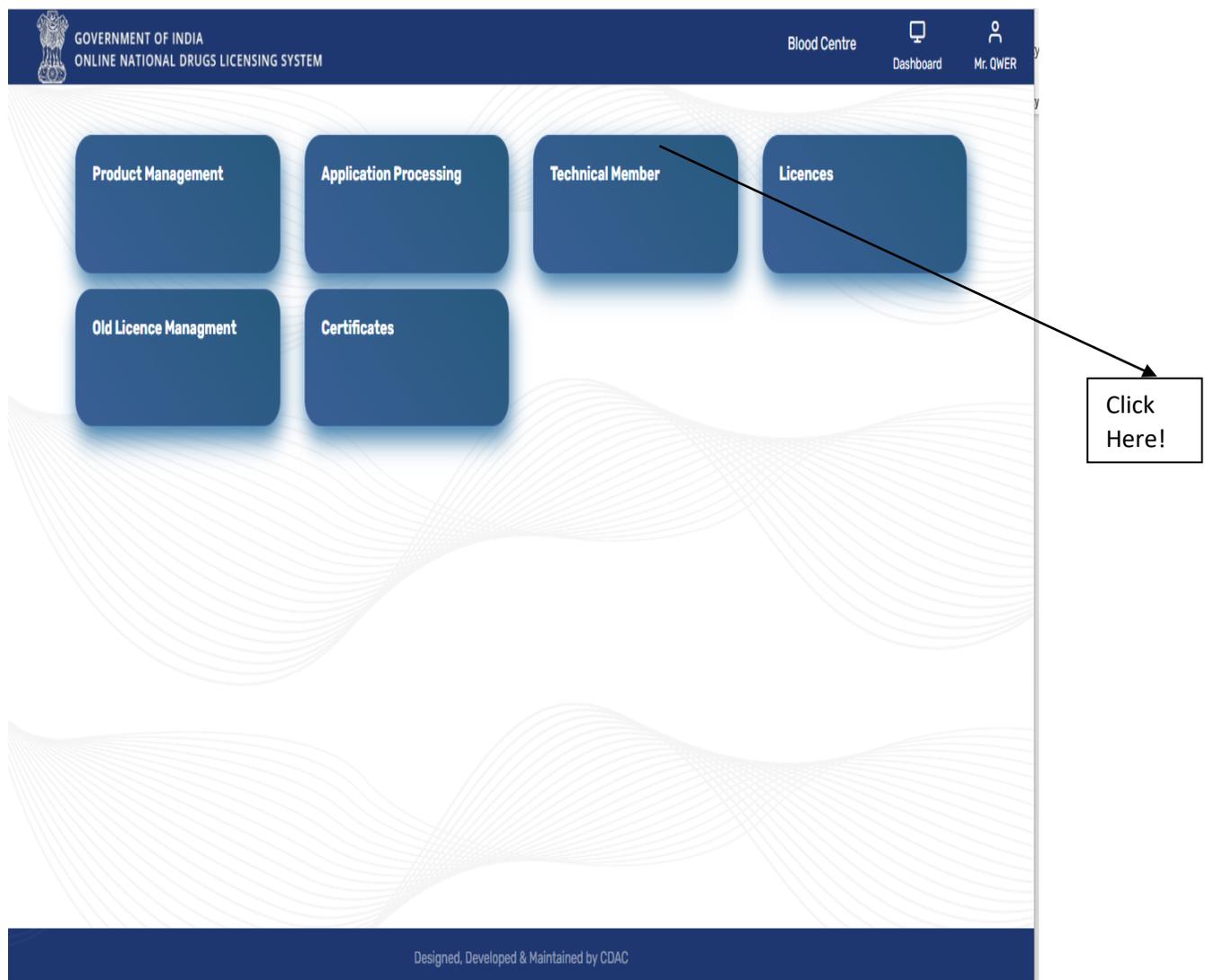


Figure 2: Technical Member

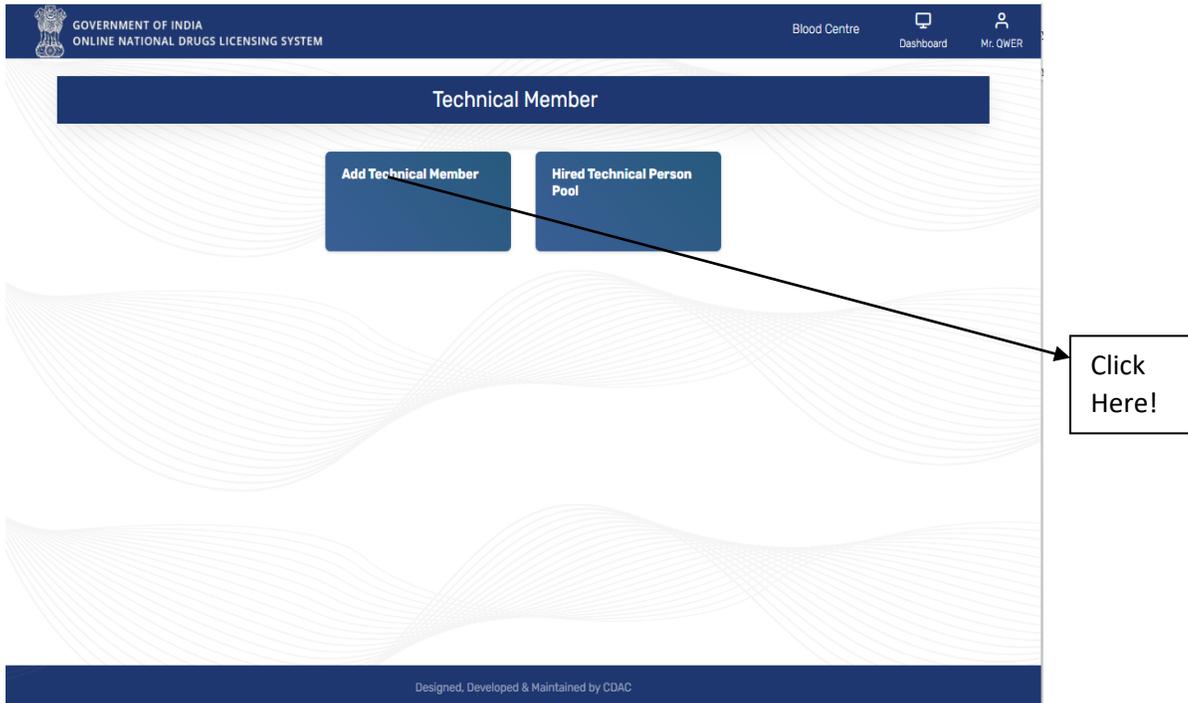


Figure 3: Technical Member Page

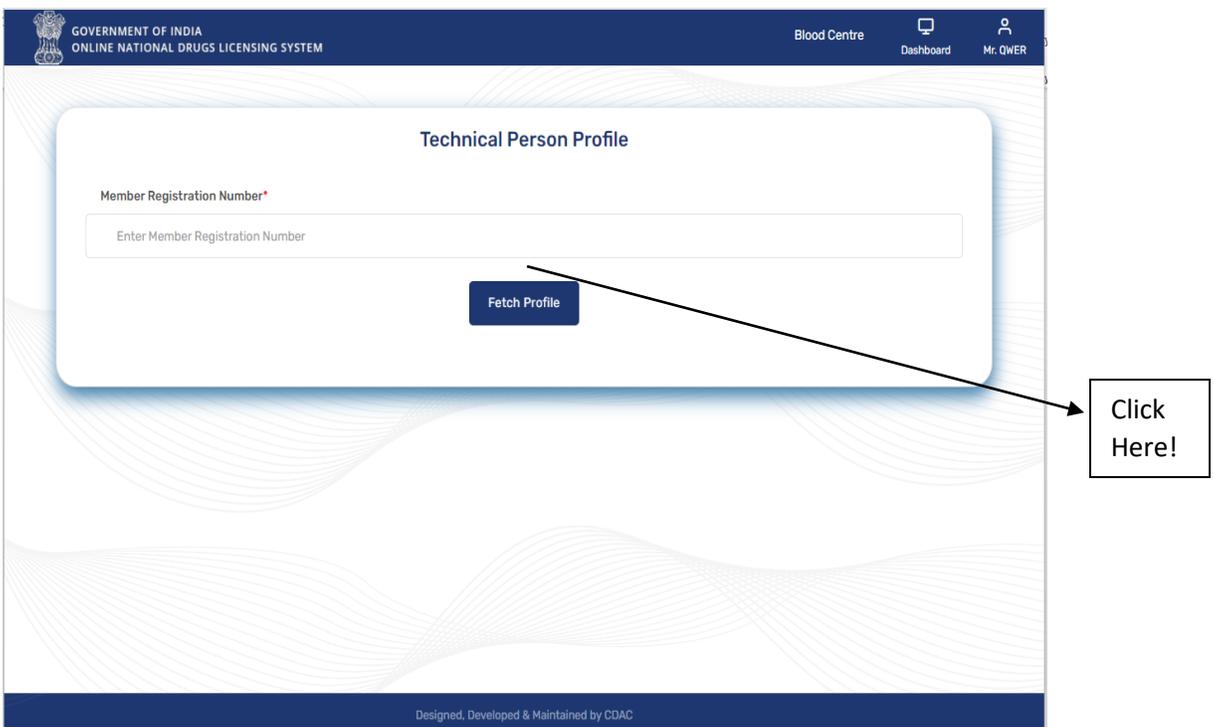


Figure 4: Technical Person Profile

- After fetching the profile of different technical members according to their qualification, user will assign role or designation, select joining date and upload offer letter and click on Confirm Hiring button on Technical Person Profile Page as shown in Figure 5.

Professional Experience

Organisation Name	Role	Date of Joining	Date of Exist	Offer Letter	Experience Letter	Releiving Letter
No data available in table						

Technical Registration

Registered Role	Registration Number	Registration Authority	Valid From	Valid Upto	Registration Document
No data available in table					

Work Profile Details

Assign Role \ Designation* Joining Date* Upload Offer Letter*

Select Select Joining Date Choose File | No file chosen

Technical Supervisor
Blood Centre Technician

Confirm Hiring

Click Here!

Figure 5: Assign Role

- After clicking on Confirm Hiring, the user will get the pop-up message as shown in Figure 6. Click on the Proceed button and confirm joining.

Message: A link on registered email id and profile notification in the Profile section of the Technical Person will be sent, please acknowledge the Technical Person to accept the offer on or before three days otherwise the link and profile notification will get expired.

Qualification	Certificate Number	College Name	University Name	Marks(%)	Passing (Month , Year)	Document
10th	123098	XYZ	CBSE	67.0	Jun , 2007	View Document
DMLT	123456	abc	Christ Mary	65.0	Jul , 2012	View Document

Professional Experience

Organisation Name	Role	Date of Joining	Experience Letter	Relieving Letter

Registered Role	Registration Number	Valid Upto	Registration Document

System Notification

A link on registered email id and profile notification in the Profile section of the Technical Person will be sent. Please acknowledge the Technical Person to accept the offer on or before three days otherwise the link and profile notification will get expired.

[Proceed](#)

Assign Role \ Designation*

Blood Centre Technician 18/10/2023 [Proceed](#)

Upload Offer Letter*

[Download\(Cover_Letter_57701.pdf\)](#) [Remove](#)

[Confirm Hiring](#)

Figure 6: System Notification

- Technical persons received the link in their registered mail id for accepting the offer within 3 days. User will click on the link and open and accept the offer after clicking on Approve button and receive the message hiring process gets completed. If user does not want to accept click on Reject Button as shown in Figure 7, 8 and 9.

Dear RNw k u,

You have been provisionally heired by Core Atoms on 18-10-2023 and your Joining Date in this firm is 18-OCT-2023. Please click on the below given link to accept this offer to complete heiring procedure. If you have not shared your details with the mentioned Organisation you can reject this offer.

LINK:- <http://10.10.10.37:8086/SFDA/techHeireApproval/MjAyMzQxODA0MTc=>

With Regards
ONDLS Team.

***** LEAD: ONDC/ONDLS *****

Figure 7: Email

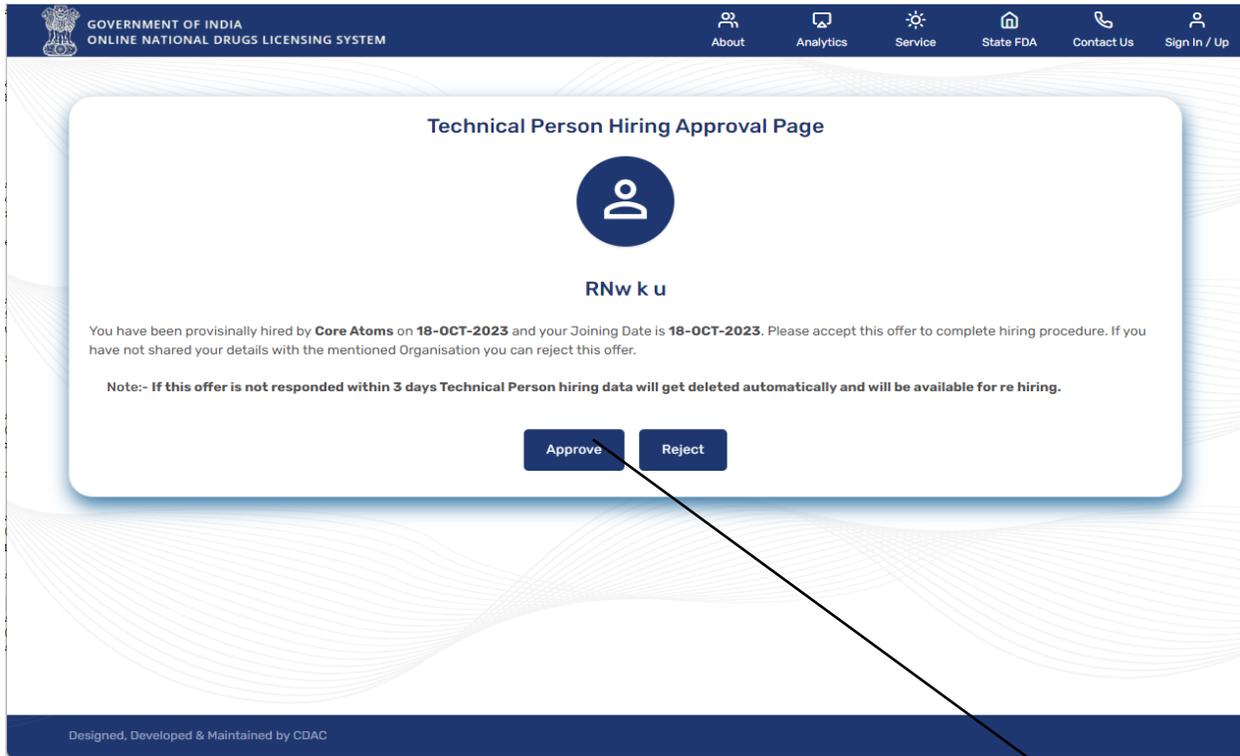


Figure 8: Technical Person Hiring Approval Page

Click Here!

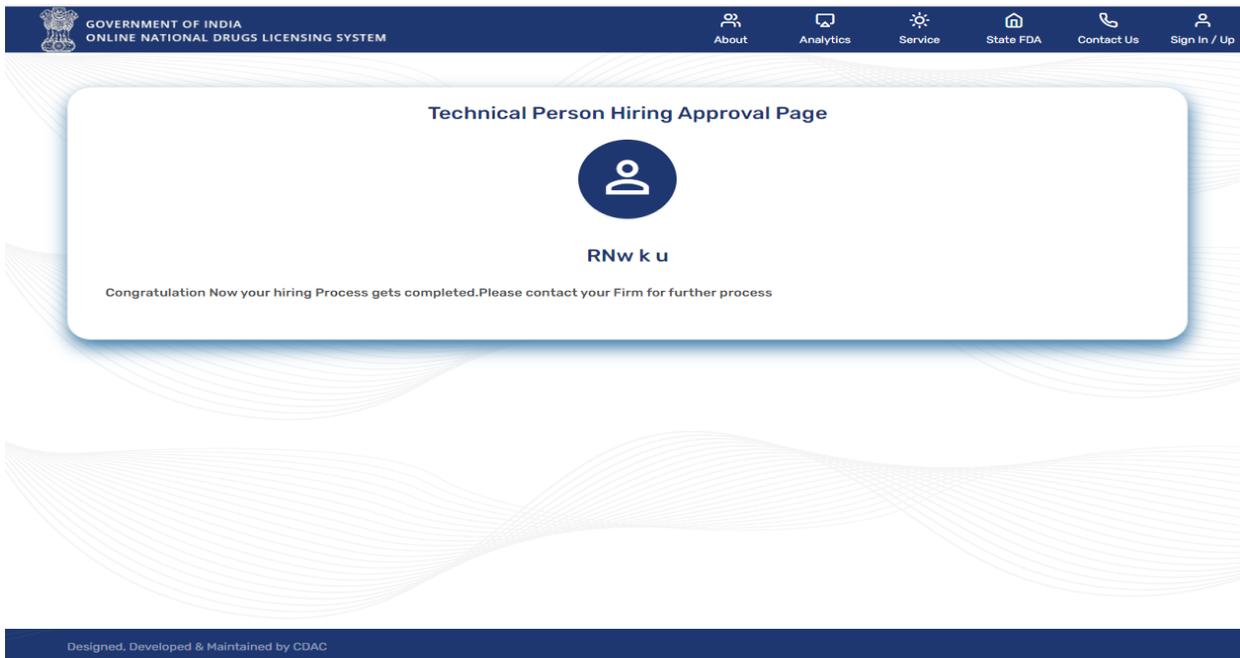


Figure 9: Completed Hiring Process

2.2 Hired Technical Person Pool

- After the completion of hiring process, user will go back to the Technical Member page from Technical Member tile from dashboard and click on Hired Technical Person Pool to check the status of all hired technical members. If all technical members accepted the offer it will show in the pool in green colour. Eye icon shows the full complete profile of technical member. The human icon in red is for relieving technical personas shown in Figure 10 and 11.

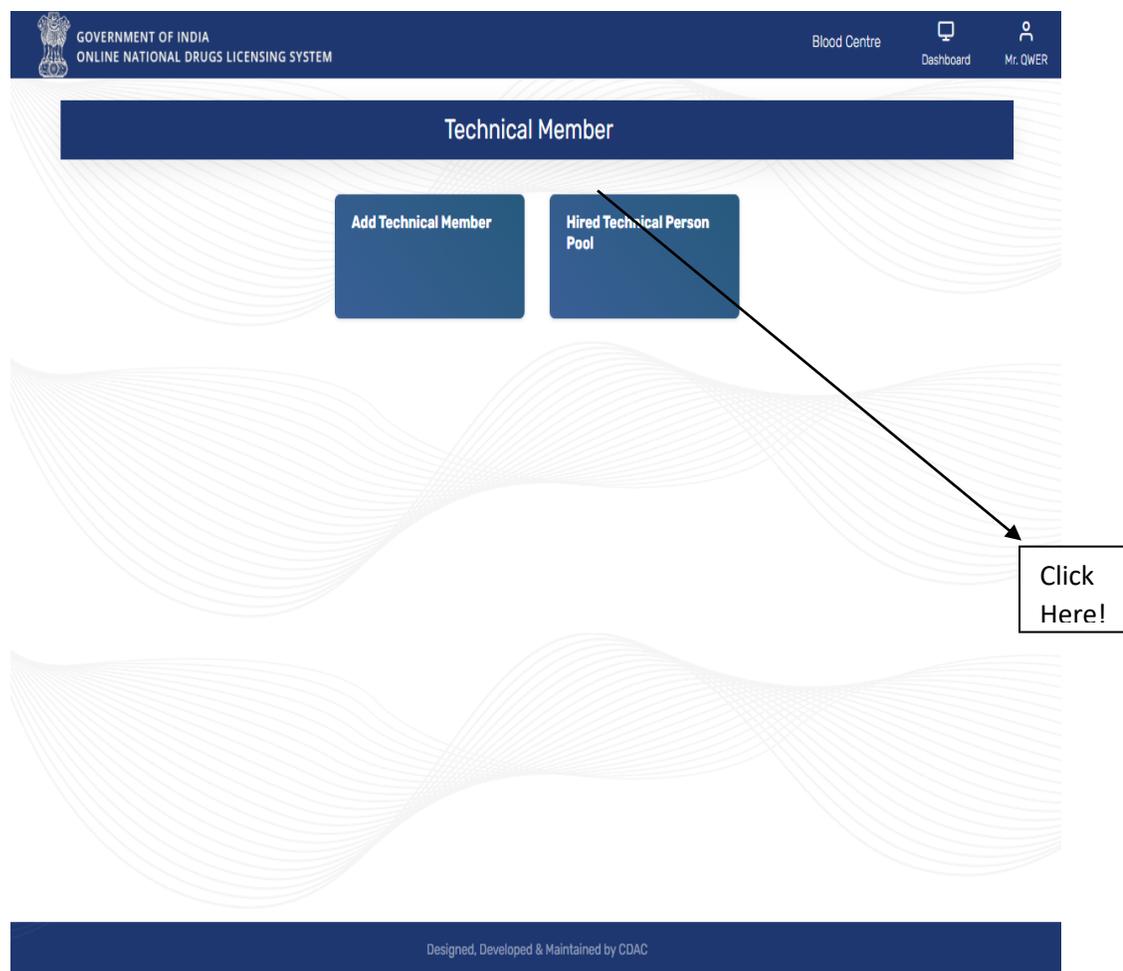


Figure 10: Technical Member

Registration No.	Member Name	Gender	Assigned Role / Designation	Joining Date	Action
20232728743	Mr. MOq y t	Male	Medical Officer	18-OCT-2023	
20234180417	Ms. RNw k u	Male	Registered Nurse	18-OCT-2023	
20237208507	Mr. TS j o	Male	Technical Supervisor	18-OCT-2023	
20238205285	Mr. QW n l	Male	Blood Centre Technician	18-OCT-2023	

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 11: Hired Technical Person Pool

3. Product Management

- For Product drafting, user clicks on Project Management Tile from dashboard to proceed as shown in Figure 12.



Figure 12: Product Management

3.1 Blood Bank Product

- If the user wants to proceed to the Blood bank, click on the Blood Bank Product tile as shown in Figure 13. The user will be redirected to page Blood & Blood Component where select the Blood Component from the given options for which product draft apply as shown in Figure 13 and 14.



Figure 13: Blood Bank Product

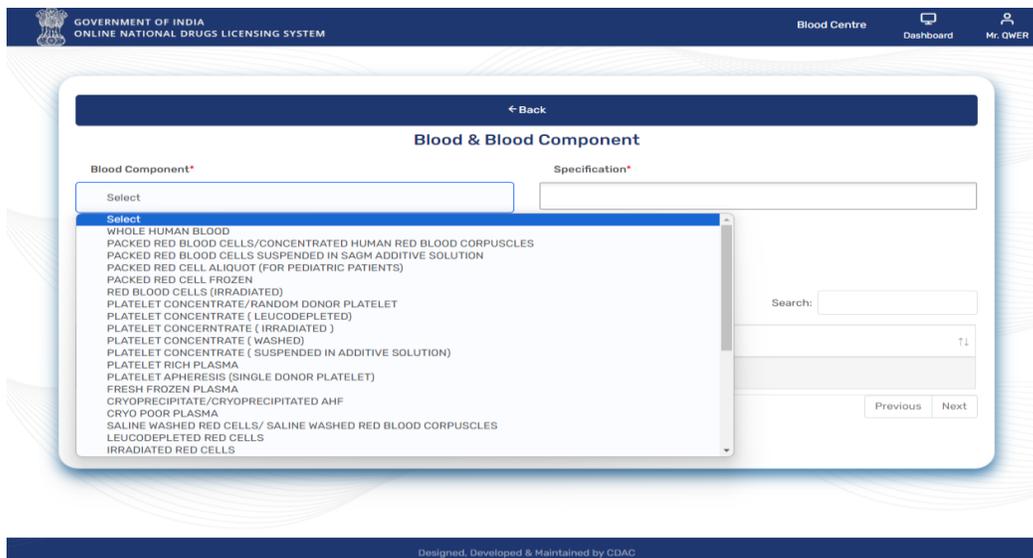


Figure 14: Blood & Blood Component

- After selecting blood component and specifications click on save button as shown in Figure 15.

Figure 15: Blood & Blood Component Details

- Once the user clicks on the save button, the product details will be saved, and the status shows drafted as shown in Figure 16. User can view, edit, and delete the product from Action column.

Product Number	Product Name	Specification	Status	Action
10520231000008	WHOLE HUMAN BLOOD	I.P.	Drafted	

Figure 16: Draft Product Listing

3.2 Draft Products

- If user wants to see the drafted product, then click on the Draft Products Tile from Product Management Page as shown in Figure 17.
- User can see the product details on Draft Product Listing page as shown in Figure 18.

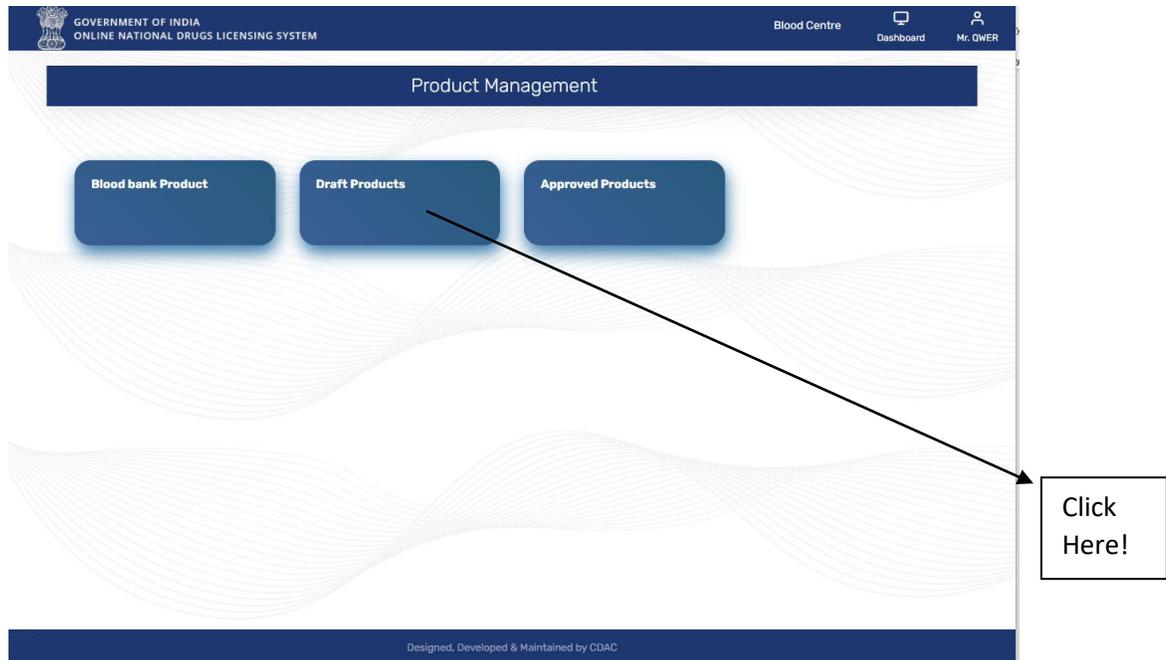


Figure 17: Draft Products

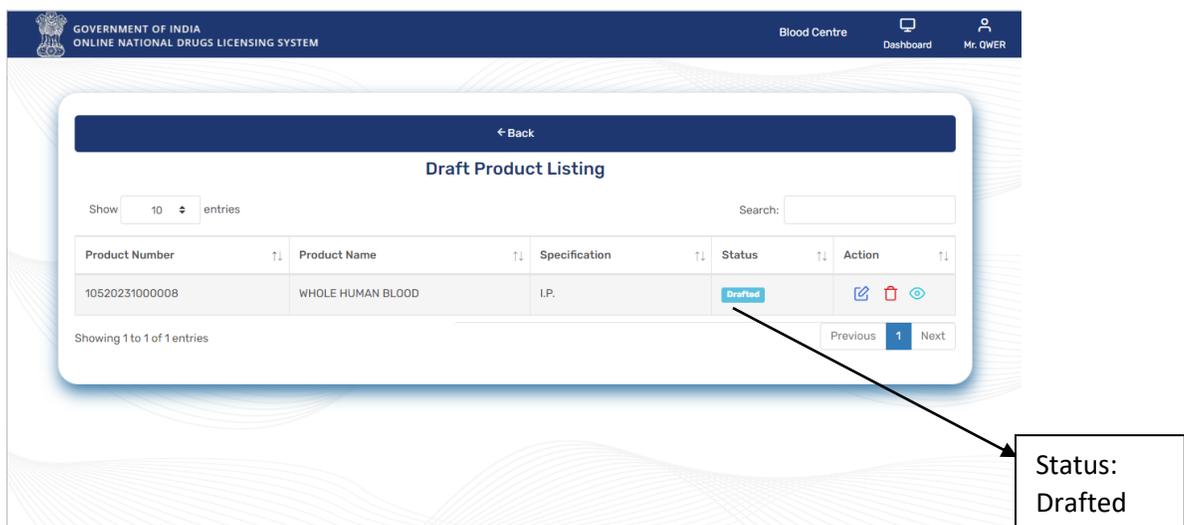


Figure 18: Draft Product Listing

3.3 Approved Products

- All approved products will be show on Approved Product tile in Approved Product Listing as shown in Figure 19. If product will not get yet approved, then it shows Drafted else approved as shown in Figure 20.

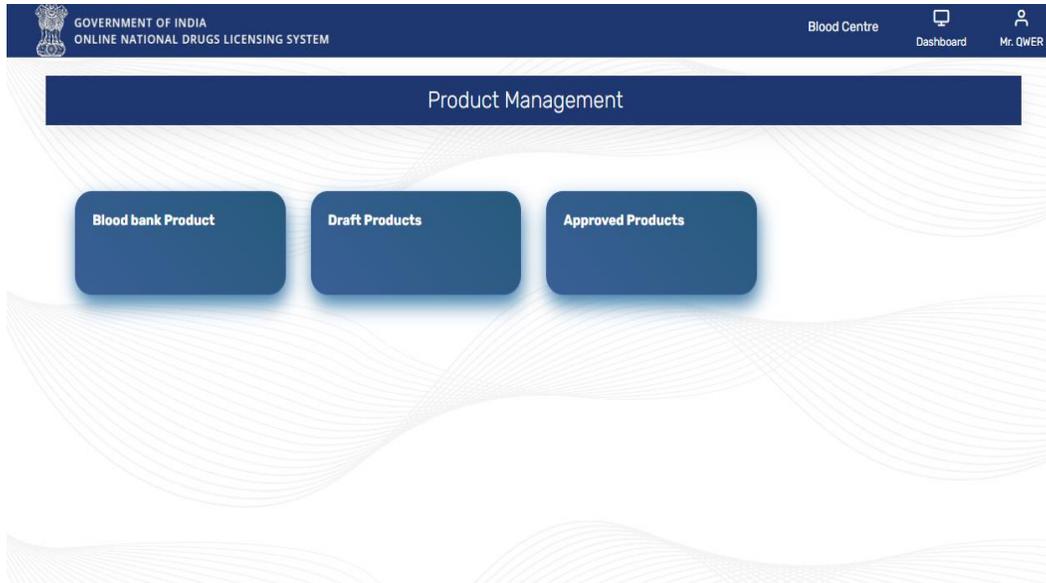


Figure 19: Approved Products

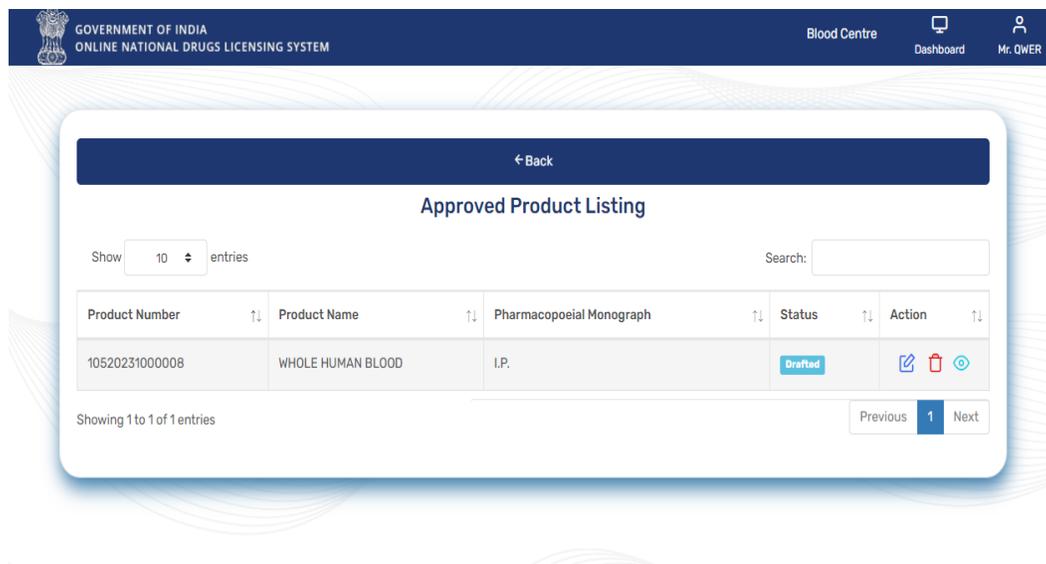


Figure 20: Approved Product Listing

4. Add Site Details

- If user wants to add site details, then click on Add Site Details tab from dashboard and fill all mandatory details in the form and click on save button as shown in Figure 21 and 22.



Figure 21: Add Site Details

The screenshot shows the 'Site Details' form. It includes a 'Select Category*' dropdown menu with options: 'select', 'Hospital', 'Red Cross Society', and 'Area(In Sq.Mt)'. There is a checkbox for 'Is Premise is inside the hospital*' with a 'Select' dropdown. A 'Hospital Registration Number*' field with a placeholder 'Enter Registration Number' is present. A 'Save' button is highlighted with an arrow pointing to a callout box on the right that says 'Click Here!'. Below the form is a table with columns: 'Category Name', 'Hospital Name', 'Hospital Address', 'Area', and 'Registration Number'. The table is currently empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Figure 22: Site Details

- The site details will be saved, and user can delete the details from Action delete link as shown in Figure 23.

Site Details

Select Category* Is Premise is inside the hospital*

Area of Blood Bank(in sq.mt)* Hospital Registration Number*

Show 10 entries

Category Name	Hospital Name	Hospital Address	Area	Registration Number	Action
Hospital	JEEVAN	JEEVAN	Sq.mt	123456	Delete

Showing 1 to 1 of 1 entries

Designed, Developed & Maintained by CDAC

Figure 23: Saved Site Details

5. Application Processing

5.1 Fresh Application Submission

- For a fresh application, the user can click on the Application Processing tile from the dashboard, and they will be redirected to the Application Page. Now click on the Fresh Application Submission tile to proceed as shown in Figure 24 and 25.

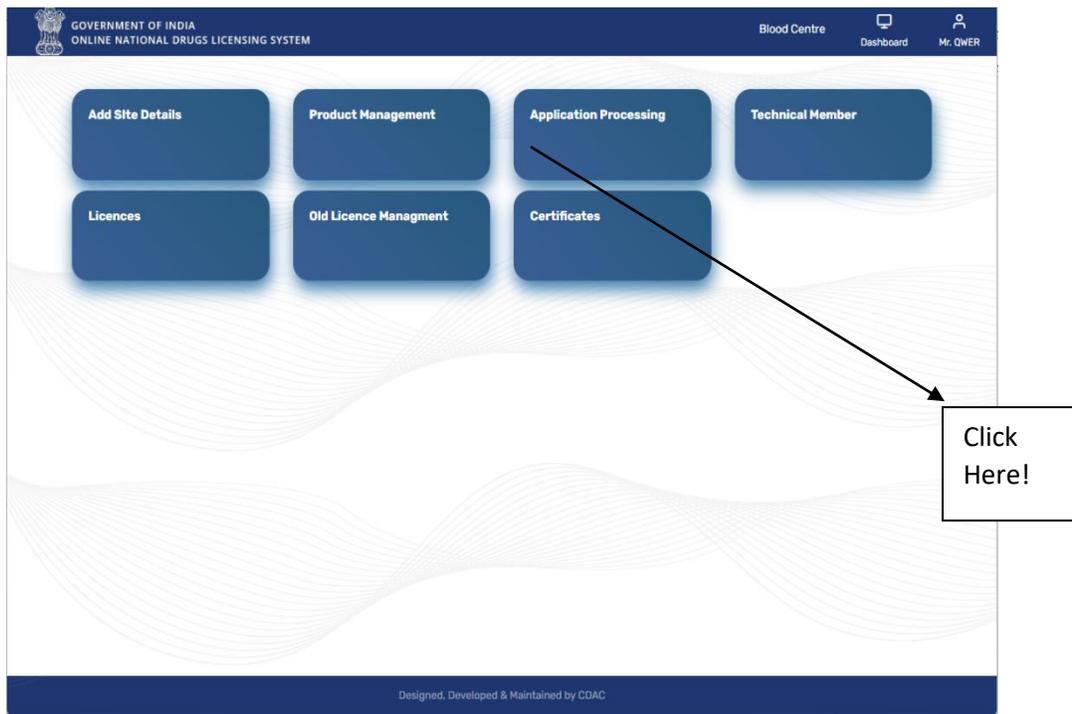


Figure 24: Application Processing

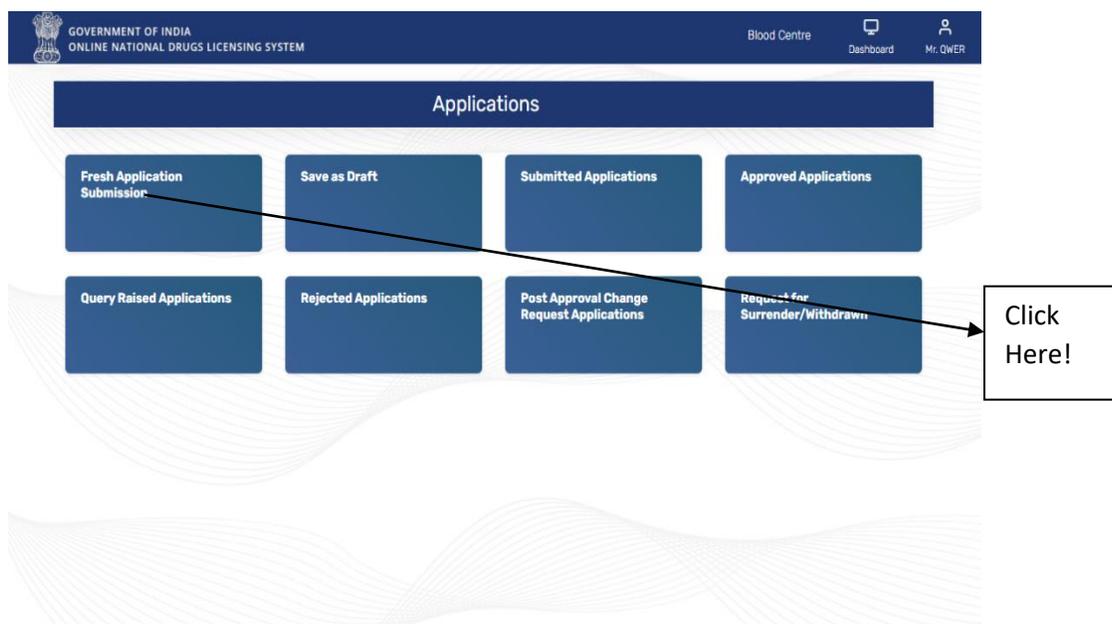


Figure 25: Fresh Application Submission

- User can also proceed for Fresh Application Submission from Blood Bank Product tile ,click on the link : Click here for Fresh Application Submission as shown in Figure 26 .

← Back

Blood & Blood Component

Blood Component* Specification*

Save

Show 10 entries Search:

Blood Component	Specification
WHOLE HUMAN BLOOD	I.P.

Showing 1 to 1 of 1 entries

Previous 1 Next

[Click here for Fresh Application Submission](#)

Designed, Developed & Maintained by CDAC

Figure 26: Fresh Application Submission link

- After clicking on link user will be redirected to Application Draft Initial page from where choose Application type and Form Name and select the check box and click on submit button as shown in Figure 27.

Application Draft Initial Page

Application Type*
Select Application Type
Blood Bank

Form Name*

I agree that I will provide accurate information and I will be solely responsible for any false or inaccurate information provided to the division.

Submit

Click Here!

Designed, Developed & Maintained by CDAC

Figure 27: Application Draft Initial Page

- After submission, applicant firm details will be shown on the Firm Detail Confirmation page. Now the user can choose the authorized person and tentative inspection date schedule and click on the Save Details button, as shown in Figure 28.
- After clicking on the Save Details button, a pop-up message will appear of Firm Details Pre- Confirmation, click on yes correct to proceed.

The screenshot displays the 'Firm Detail Confirmation' page. At the top, there is a header with the Government of India logo and the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. On the right, there are links for 'Blood Centre', 'Dashboard', and 'Mr. QWER'. The main content area is titled 'Firm Detail Confirmation' and contains a form with the following details:

- Applicant Firm Details** (highlighted in a box):
 - Firm Name :- Core Atoms
 - Firm Constitution :- Proprietary
 - Firm Address :- Temporary, New Delhi, District-North Delhi, State-Delhi, India -110006
- Authorised Person**: A dropdown menu with 'Select' as the current value.
- Tentative Inspection Date**: An empty text input field.
- Save Details**: A blue button located below the form fields.

An arrow points from a box labeled 'Click Here!' to the 'Save Details' button. At the bottom of the page, there is a footer that reads 'Designed, Developed & Maintained by CDAC'.

Figure 28: Firm Detail Confirmation

5.1.1 Application Product Mapping

- After firm Detail confirmation, user will be redirected to Application Product Mapping page where select all the products which he/she applied for from checkbox and click on save button as shown in Figure 29.
- A pop-up message will appear for Application Form for Product Mapping, click on Yes button to proceed or else on Re-think button if don't want to proceed.

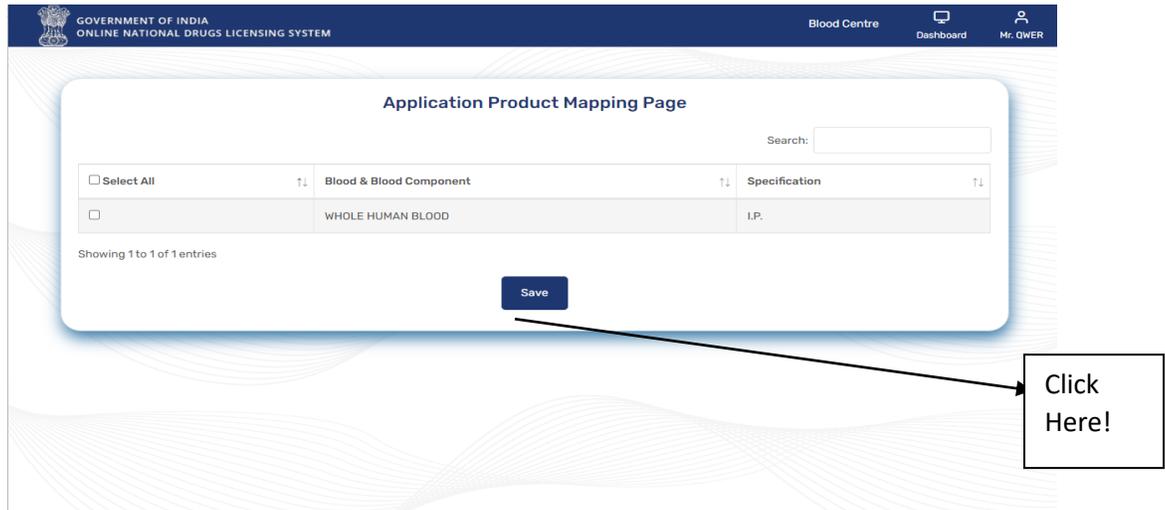


Figure 29: Application Product Mapping Page

5.1.2 Application Technical Member Mapping

- After product mapping with the application, the user can now map all the technical members that were hired.
- Select all technical members after clicking on checkboxes and clicking on the next button, as shown in Figure 30.

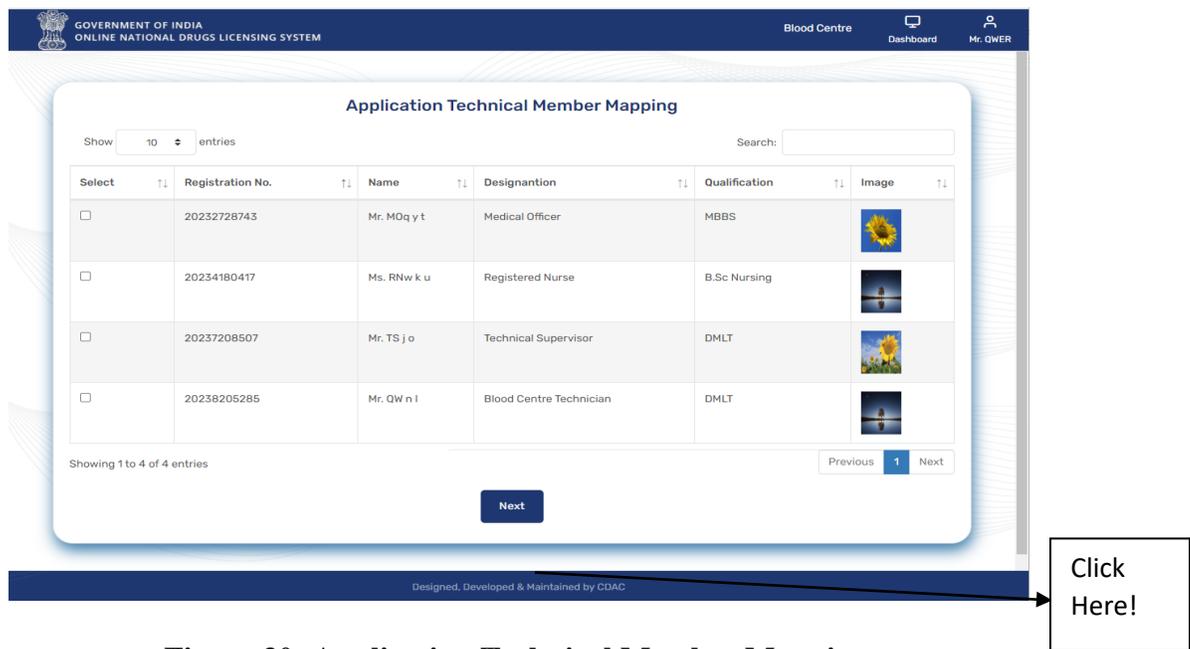


Figure 30: Application Technical Member Mapping

- After clicking on next button user will see all corporate & site details, Application & Licence details, Authorized Person Details, Technical person Details and Licence Product Detail in Application Preview Page as shown in Figure 31.
- User can see the Not Approved Status of Licence Product. Click on Review & Proceed button for further processing as shown in Figure 32.
- If user wants to edit the details in application, then click on Edit Application button.

Application Preview

Corporate & Site Details

Firm Name :	CORE ATOMS	Firm Address :	TEMPORARY, NEW DELHI DISTRICT-NORTH DELHI STATE-DELHI, INDIA -110006
CIN/PAN No :	AAASZ3214V	Contact No :	9897856456
Firm Address Proof :	Ownership Document	Firm Address Proof Document :	View Document
Site Type :	OWN SITE	Site Id :	DL0013278
Fax No :	23456789777		

Application & Licence Details

Application No :- DL/BB/F27C/2023/00006	Application Type :- Fresh
Applicant Form Name :- Form-27C	Licence Form Name :- Form-28C
Application Submission Date :- 19-10-2023	

Figure 31: Application Preview

Technical Person Details

Technical Member No	Name	Designation	Qualification	View Profile
20232728743	Mr. MQ y t	Medical Officer	MBBS	View Profile
20234180417	Ms. RNw k u	Registered Nurse	B.Sc Nursing	View Profile
20238205285	Mr. QW n l	Blood Centre Technician	DMLT	View Profile
20237208507	Mr. TS j o	Technical Supervisor	DMLT	View Profile

Licence Product Detail

Blood & Blood Component	Specification	Status
WHOLE HUMAN BLOOD	I.P.	Not Approved

[Review & Proceed](#) [Edit Application](#)

Edit

Click Here!

Figure 32: Licence Product Detail

5.1.3 Checklist Document Validation and Upload

- Here user can upload all required documents for product application submission and click on Proceed button as shown in Figure 33.

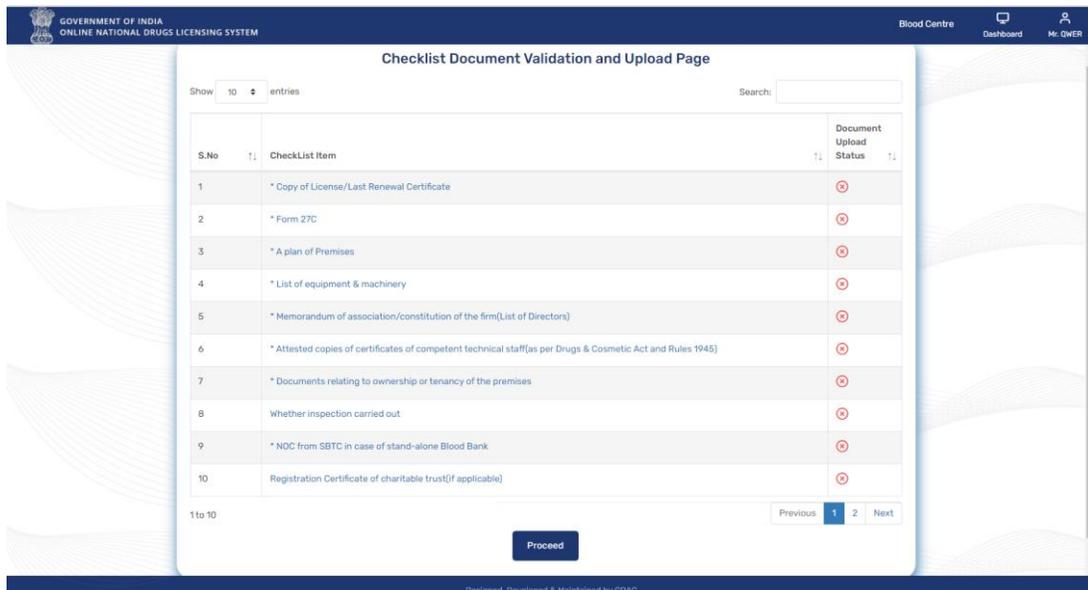


Figure 33: Checklist Document Validation and Upload Page

- When users click on the link to upload the documents, the upload checklist page will open. Here, upload the documents and click on the submit button.
- A green colour check tick mark shows in Document Upload status on page Checklist Document Validation and Upload Page for successful uploading.

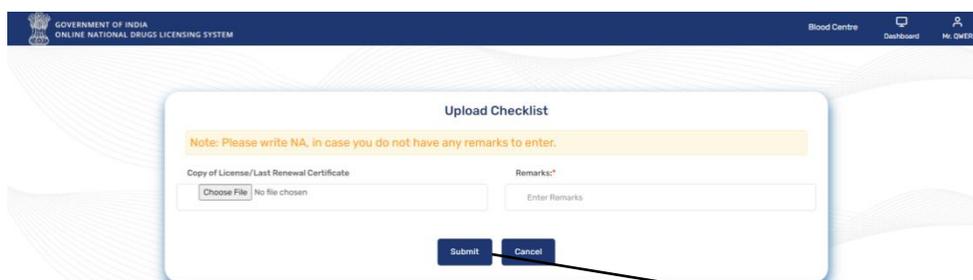


Figure 34: Upload Checklist

Click Here!

5.1.4 Payment Details

- After uploading all checklist documents and click on Proceed button, users will be redirected to Payment Details page where they must mention all challan details and click on Save & Proceed button as shown in Figure 35.
- After clicking on save & proceed button user will be redirected to Application Preview Page.

Payment Details

Note:
1. Fill inspection fee wherever necessary otherwise fill zero.

Purpose*

Challan Details

Challan No.*	Challan Date.*
Application Fee*	Inspection Fee*
Any Other Fee	Total Amount of Uploaded Challans*
Bank Name*	Branch Code *
	Upload Challan*
	Choose File No file chosen

Save & Proceed

Click Here!

Figure 35: Payment Details

- On the application preview page, the user will check all the details of the application and click on Form-27C from the Legal Form Download Section, download it, and click on the Review & Proceed button as shown in Figure 36.

Application Preview

20237208507 Mr. TS j o Technical Supervisor DMLT

Licence Product Detail

Blood & Blood Component	Specification	Status
WHOLE HUMAN BLOOD	I.P.	Not Approved

Payment Details

Bank Name :- tempq Amount :- 1000

Challan Date :- 2023-10-19 00:00:00.0

Legal Form Download Section

Form-27C

Review & Proceed Edit Application

Click Here!

Figure 36: Application Preview

5.1.5 Final Form

- After downloading the form, click on Review & Proceed button user will be redirected to upload final form page where they can upload the same form they were downloaded after signing, adding name and designation and final click on submit button as shown in Figure 37.
- A pop-up message will appear on page for Final Application Submission: Please check that you are uploading the correct signed Legal Form, click on Yes correct button to proceed.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Blood Centre Dashboard Mr. QWER

Upload Final Form

Application for grant of licence for the operation of a Blood Centre for processing of whole blood and/or preparation of blood components

Upload 27C

Choose File No file chosen

Submit

Click Here!

Designed, Developed & Maintained by CDAC

Figure 37: Upload Final Form

5.1.6 Submitted Application

- After uploading the final form and clicking the submit button, the user's application will be submitted, and a message will be shown on the page with the file number as shown in Figure 38.
- The user can save the file number for future correspondence.

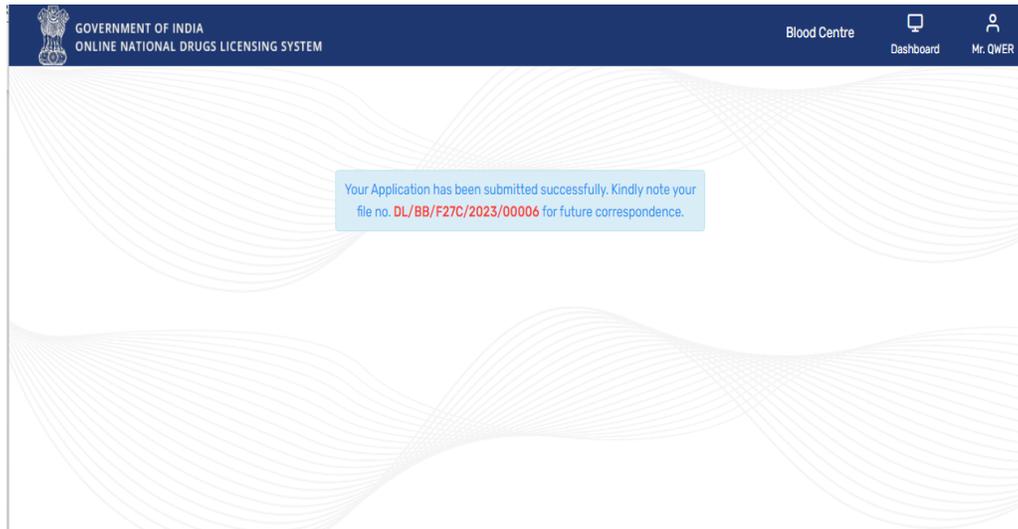


Figure 38: Submitted Application

5.2 Save as Draft

- User The user can see the draft application, yet it has not been submitted at the user end on the Save as Draft page. The user can click on the Save as Draft tile from the applications page.
- The user can modify the form after clicking on the option View Modify Form and delete the form after clicking on the delete link as shown in Figure 39.
- If the user can proceed with the application where he or she left earlier, then they can click on the view modified form and proceed to fill out and complete the application submission.

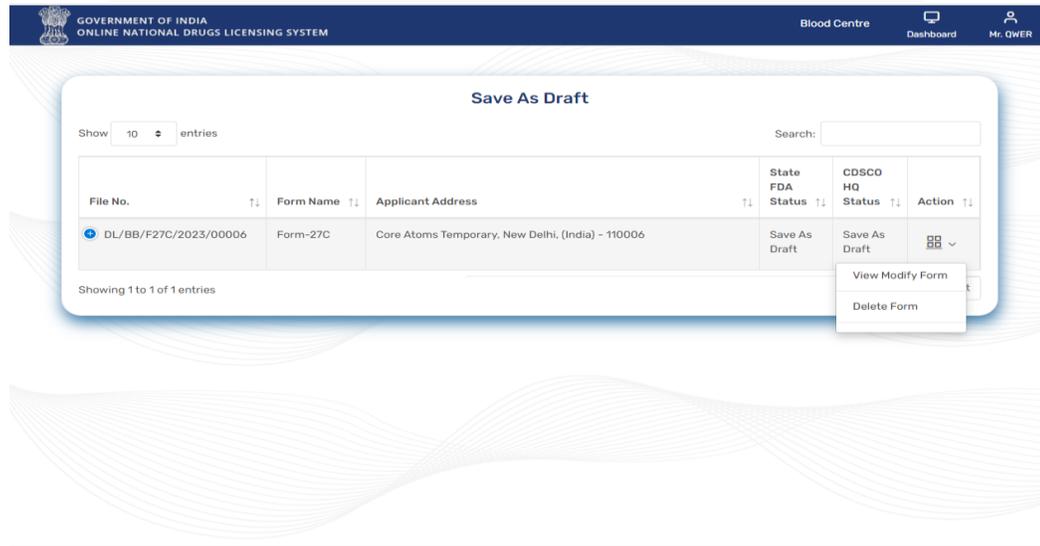


Figure 39: Save as Draft

5.3 Submitted Applications

- If user wants to check the application they have submitted, and then click on Submitted Applications tile from Applications Page, click on it as shown in Figure 40.
- User can see the submitted status in front of the application as shown in Figure 41.

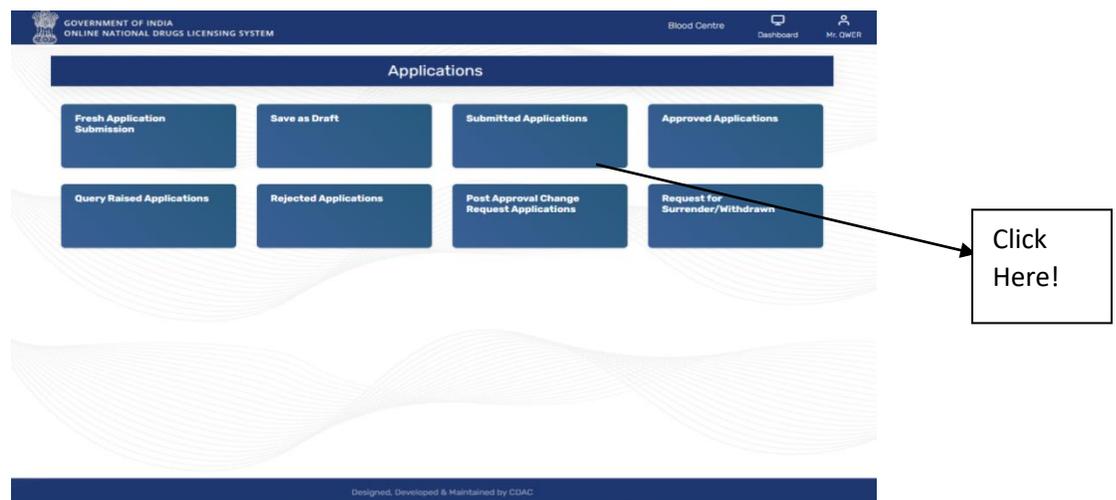


Figure 40: Submitted Applications

Submitted Application

Show 10 entries Search:

File No.	Form Name	Applicant Address	State FDA Status	CDSCO HQ Status	Action
DL/BB/F27C/2023/00006	Form-27C	Core Atoms Temporary, New Delhi, (India) - 110006	Submitted	Submitted	

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 41: Submitted Applications status.

- Users can click on blue plus link on file no given then they can see the details of application.
- Users also can see different options once clicked on Action link as shown in Figure 42.

Submitted Application

Show 10 entries Search:

File No.	Form Name	Applicant Address	State FDA Status	CDSCO HQ Status	Action
DL/BB/F27C/2023/00006	Form-27C	Core Atoms Temporary, New Delhi, (India) - 110006	Submitted	Submitted	

Showing 1 to 1 of 1 entries

- Purpose Fresh
- Base Licence No Approval Pending
- XIn Id
- Submission Date 19-10-2023

Generate Form

Withdraw Application

Apply Endorsement

View Checklist

View Post Submission Change Request

Post Submission Change Request

Figure 42: Action Link

5.4: Approved Application

- If the user wants to check whether the application got approved, then they can check in the Approved Applications. Click on Approved Applications as shown in Figure 43.
- Once application will get approved by officers, it will show in the approved application pages shown in Figure 44.

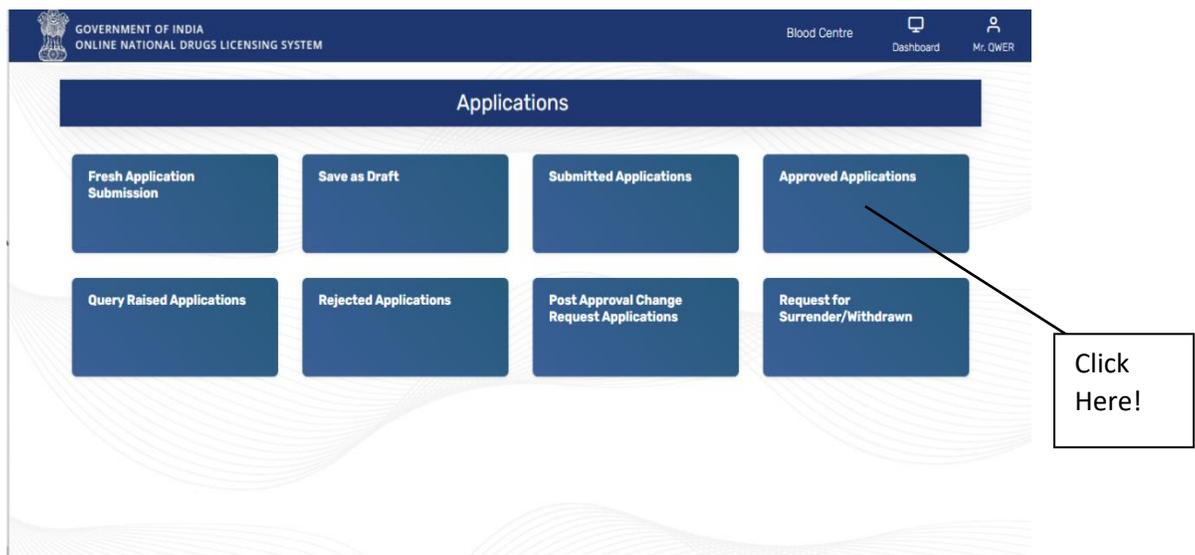


Figure 43: Approved Application

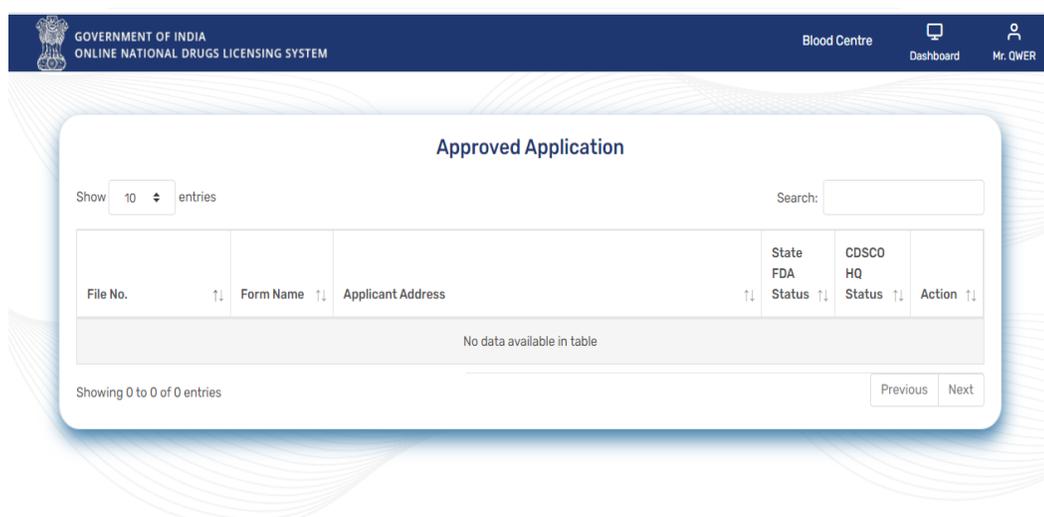


Figure 44: Approved Application list

5.5 Query Raised Applications

- User will check all query raised applications on this page. Click on Query Raised applications tile as shown in Figure 43 on Applications Page.
- All query raised applications will be shown on the Query Raised Application Page as shown in Figure 45.

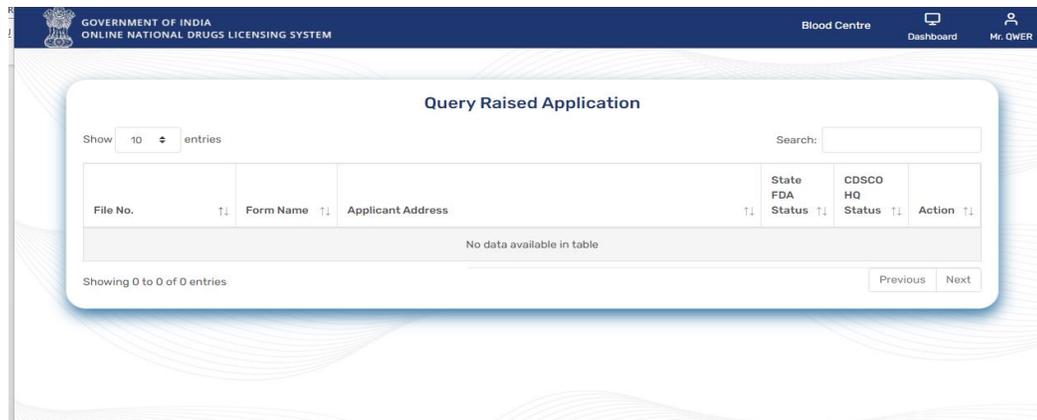


Figure 45: Query Raised Application

5.6 Rejected Applications

- All rejected applications come under the Rejected Application Page, as shown in Figure 46. The user can check the application which got rejected on this page.

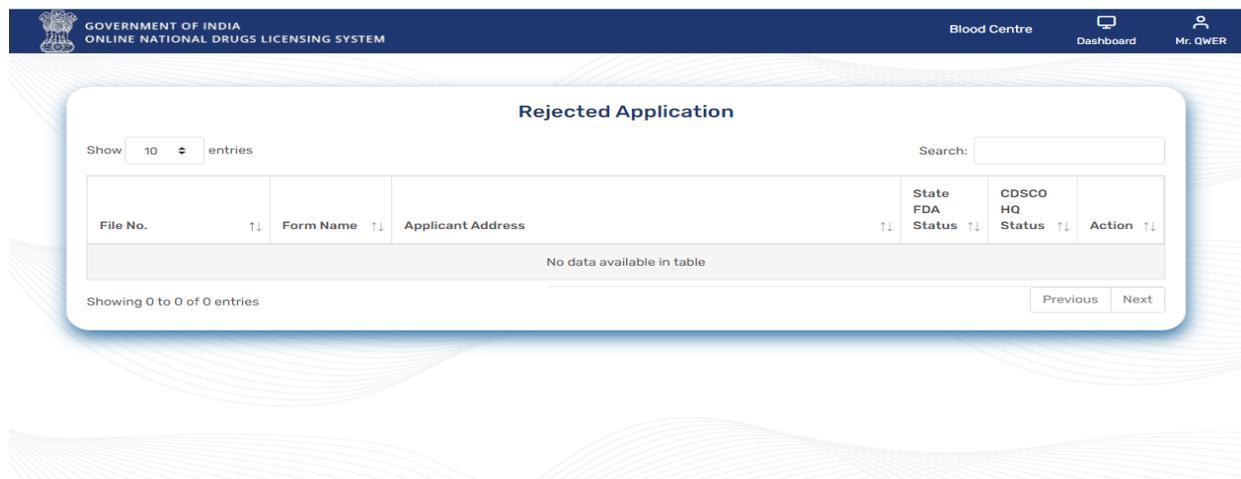


Figure 46: Rejected Application

5.7 Post Approval Change Request Application

- If user wants to proceed for post approval changes, then click on the tile as shown in Figure 47.

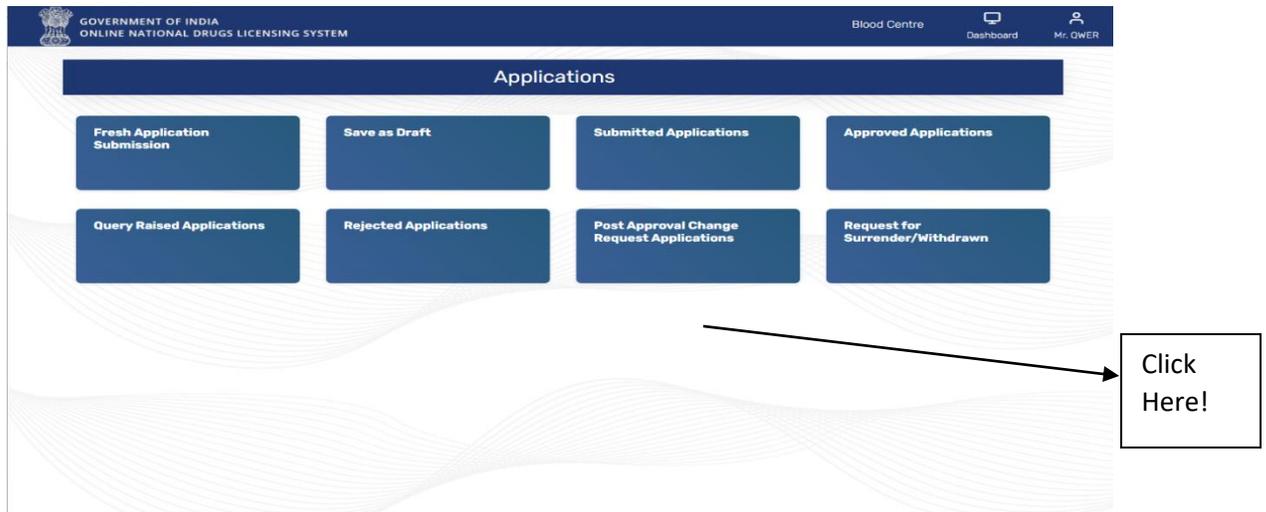


Figure 47: Post Approval Change Request Application

5.8 Request for Surrender/Withdrawn

- If user want to withdraw the application, then click on tile request for surrender/withdrawn as shown above in Figure 47.
- User will see all withdraw applications on this page as shown in Figure 48.

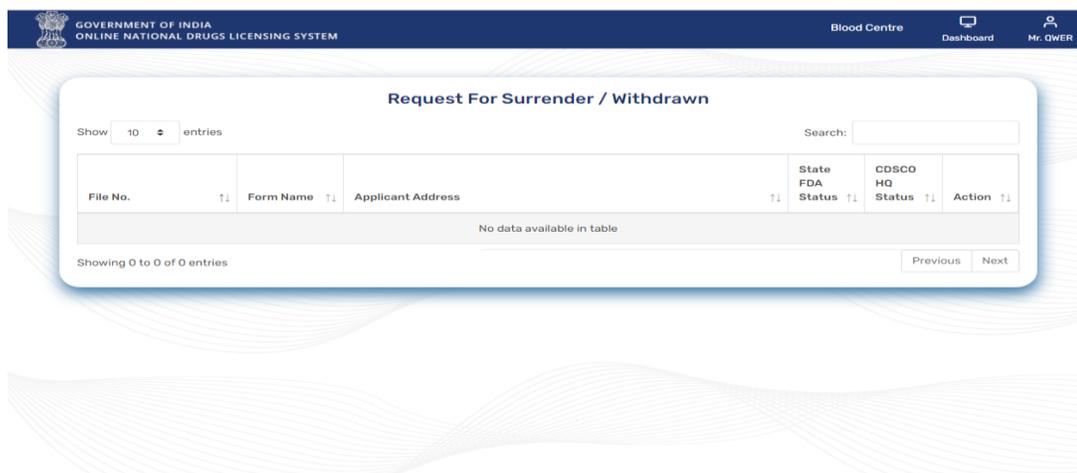


Figure 48: Request for Surrender/Withdrawn

6. Old Licence Management

- If the user wants to renew an old license, then he or she will proceed with old license management. Click on the old license management tile from the dashboard to proceed, as shown in Figure 49.

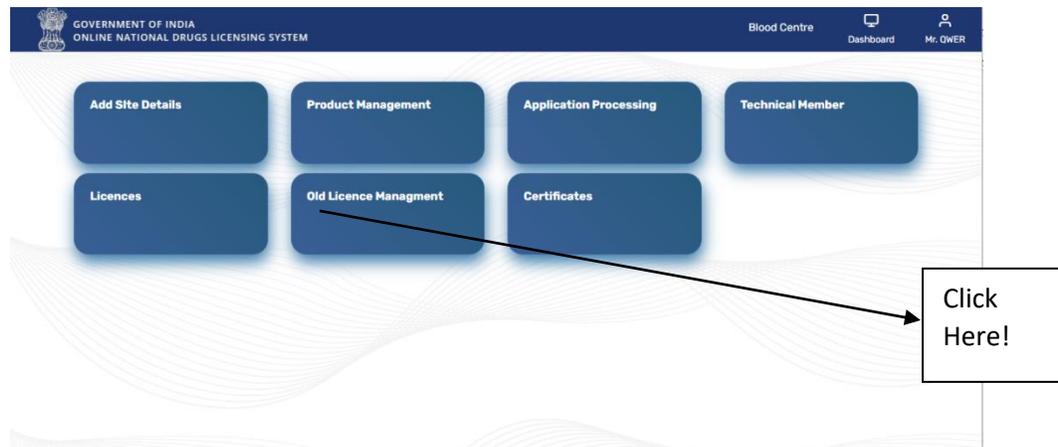


Figure 49: Old Licence Management

6.1 Old Licence Product Draft Management

- Here user can draft the product for which renewal of licence is required.
- Click on the tile to proceed as shown in Figure 50.
- User can click on the blood bank product tile from licence product management page to proceed as shown in Figure 51.

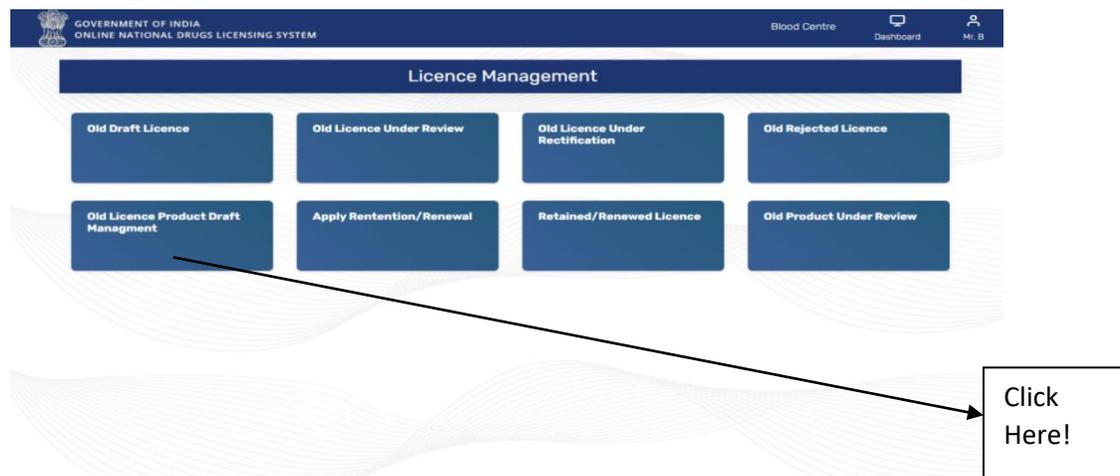


Figure 50: Old Licence Product Draft Management



Figure 51: Licence Product Management

- Select blood components and Specifications on Blood Components Details Page and click on the Save Button as shown in Figure 52.
- User will be redirected to Licence Product Listing Page where product details are listed, and status shows drafted. User can also check the status from Product listing tile from Licence Product Management tile as shown in above Figure 51.
- User can apply for old draft licence submission from the given link below on Blood Components Details page as shown in Figure 52. Or can apply from the Old Draft Licence tile as shown in Figure 53.

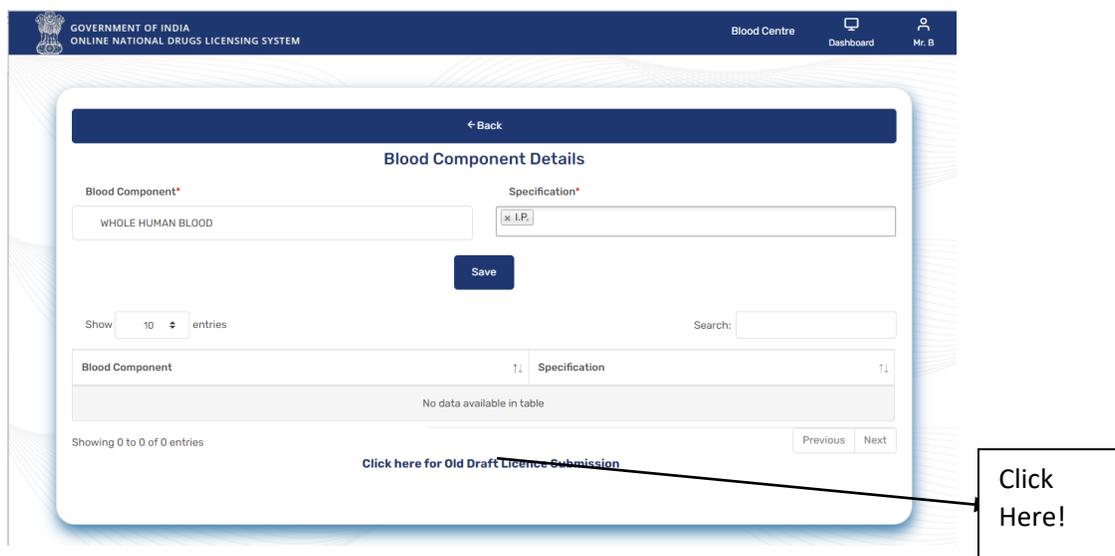


Figure 52: Blood Component Details

6.2 Old Draft Licence

- If user want to renew the old licence, then click on the old draft licence tile from licence management page as shown in Figure 53.
- Fill all mandatory details in the form of Licence Basic Detail Page and click on Record & Proceed as shown in Figure 54.
- If user will apply for renewal after the expiry validity date, then he/she should pay the late fee.
- If user will apply for renewal/retention before the expiry of current validity date, then he /she should fill the previous licence retention detail as shown in Figure 55 and 56.



Figure 53: Licence Management

Click Here!

Figure 54: Licence Basic Detail

Click Here!

The screenshot shows the 'Licence Basic Detail' form in the CDAC system. The form contains the following fields: Licence Type* (Blood Bank), Licence Form Number* (Form-28C), Application Form Number* (Form-27C), Licence Number* (empty), Licence First Issue Date* (04-Feb-2017), and Licence Validity Date* (empty). Under 'Licence Document*', there are 'download' and 'Remove' buttons. A central 'System Notification' box displays a green checkmark and the message: 'Licence is valid, system will redirect to update the retention/renewal details.' Below the notification is a 'Proceed' button. At the bottom of the form is a 'Record and Proceed' button. The footer of the page reads 'Designed, Developed & Maintained by CDAC'.

Figure 55: Retention/Renewal Details notification

The screenshot shows the 'Licence Retention Detail' form. It includes the following fields: Retention Letter Number* (empty), Licence Document* (Choose File | No file chosen), Retention Date* (empty), and Validity Date* (22-Oct-2026). A 'Record and Proceed' button is located at the bottom of the form.

Figure 56: Licence Retention Detail

- After clicking on Record and Proceed, user will be redirected to Licence Member Details Page where user can select all four technical members and click on Record and Proceed as shown in Figure 57.

- After selecting all technical members, user will redirect to Licence Product Mapping page.

The screenshot shows the 'Licence Member Details' page. At the top, there is a header with the Government of India logo and the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. On the right, there are navigation links for 'Blood Centre', 'Dashboard', and 'Mr. B'. The main content area has a title 'Licence Member Details' and a search bar. Below the search bar is a table with the following data:

Select	Registration No.	Name	Designation	Qualification	View Profile
<input checked="" type="checkbox"/>	20231535926	Mr. T	Medical Officer	MBBS	View Profile
<input checked="" type="checkbox"/>	20231946756	Mr. Z	Blood Centre Technician	10th	View Profile
<input checked="" type="checkbox"/>	20234950225	Mr. X	Technical Supervisor	DMLT	View Profile
<input checked="" type="checkbox"/>	20236694436	Mr. V	Registered Nurse	B.Sc Nursing	View Profile

Below the table, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' navigation buttons. At the bottom of the table area is a blue button labeled 'Record and Proceed'. An arrow points from this button to a box on the right that says 'Click Here!'.

Figure 57: Licence Member Details

- User can map the product with application on this page. Select the product and click on save button as shown in Figure 58.

The screenshot shows the 'Licence Product Mapping Page'. At the top, there is a header with the Government of India logo and the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. On the right, there are navigation links for 'Blood Centre', 'Dashboard', and 'Mr. B'. The main content area has a title 'Licence Product Mapping Page' and a search bar. Below the search bar is a table with the following data:

Select All	Product Name	Specification
<input checked="" type="checkbox"/>	WHOLE HUMAN BLOOD	I.P.

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons. At the bottom of the table area is a blue button labeled 'Save'.

Figure 58: Licence Product Mapping Page

- User will be redirected to Draft Licence Preview page where user can see all details and status, click on Submit for review button as shown in Figure 59.

The screenshot displays the 'Draft Licence Preview Page' within the Government of India's Online National Drugs Licensing System. The page header includes the system name and user information (Blood Centre, Dashboard, Mr. B). The main content area features a table with four entries, each showing a licence number, name, designation, and qualification. Below this table is a 'Licence Product Detail' section, which includes a search bar and a table with one entry for 'WHOLE HUMAN BLOOD' with a status of 'Not Approved'. A 'Submit for Review' button is prominently displayed at the bottom, with an arrow pointing to it from a callout box labeled 'Click Here!'.

Figure 59: Draft Licence Preview Page

- After clicking on submit for review button user can view the status of application on Licence Submitted Review page as shown in Figure 60.
- User can also see the application under review from old licence under review tile on licence management page from dashboard as shown in Figure 53.

The screenshot displays the 'Licence Submitted Review' page. The page header is consistent with Figure 59. The main content area features a table with seven columns: Old Licence Number, Licence Form, Application Form, Issue Date, Validity Date, Submission Date, and Current Status. The table contains one entry for licence number 123456, with a current status of 'Licence Submitted For Approval'. The page also includes a search bar and pagination controls.

Figure 60: Licence Submitted Review

6.3 Apply Retention/Renewal

- User can apply the renewal application from this tile, or they can apply from licence tile from dashboard as shown in Figure 61.

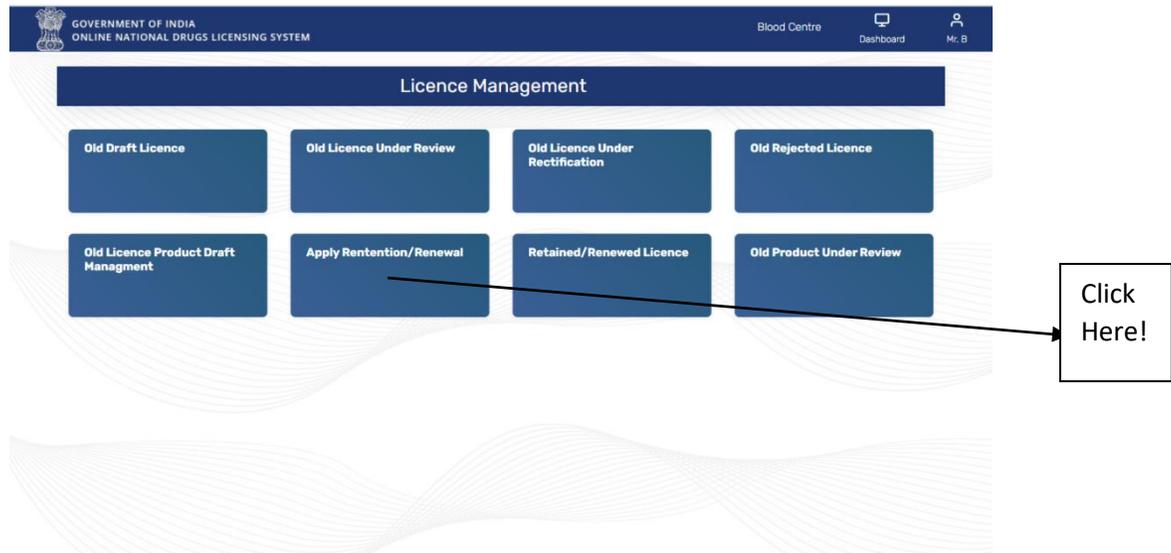


Figure 61: Apply Retention/Renewal

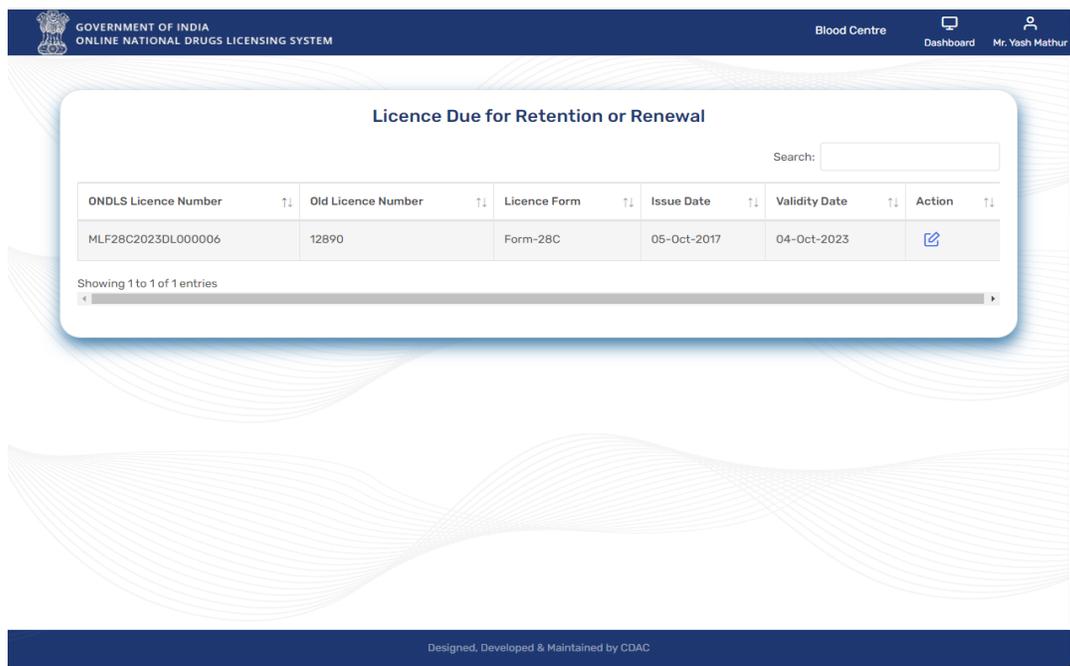


Figure 62: Licence Due for Retention or Renewal

- After this user can proceed for retention application submission, click on Application Processing tile from dashboard then click on Save as Draft tile. User will be able to see the file in the save as draft page as shown in Figure 63.
- Select view/modify option from Action tab to proceed. After that click on Review & Proceed button from Application Preview Page. User will land on the Checklist Document Validation and upload page.
- Upload all documents and click on Proceed button to fill payment details on Payment Details page as shown in Figure 64.

Save As Draft

Show entries Search:

File No.	Form Name	Applicant Address	State FDA Status	CDSCO HQ Status	Action
DL/BB/F27C/2023/00011	Form-27C	ABC limited A-22 chowk delhi, delhi, (India) - 110002	Save As Draft	Save As Draft	

- **Purpose** Retention
- **Base Licence No** Approval Pending
- **XIn Id**
- **Submission Date** 23-10-2023

Showing 1 to 1 of 1 entries Previous **1** Next

Designed, Developed & Maintained by CDAC

Figure 63: Save as Draft

Payment Details

Note:
1. Fill inspection fee wherever necessary otherwise fill zero.

Purpose*

Challan Details

Challan No.* **Challan Date.***

Application Fee* **Inspection Fee*** **Any Other Fee** **Total Amount of Uploaded Challans***

Bank Name* **Branch Code *** **Upload Challan***

Choose File No file chosen

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 64: Payment Details

- After filling the payment details, click on Save & proceed button. Verify the details on Application Preview page and click on Review & Proceed button.
- After submission user will get the File No for future correspondence as shown in Figure 65.

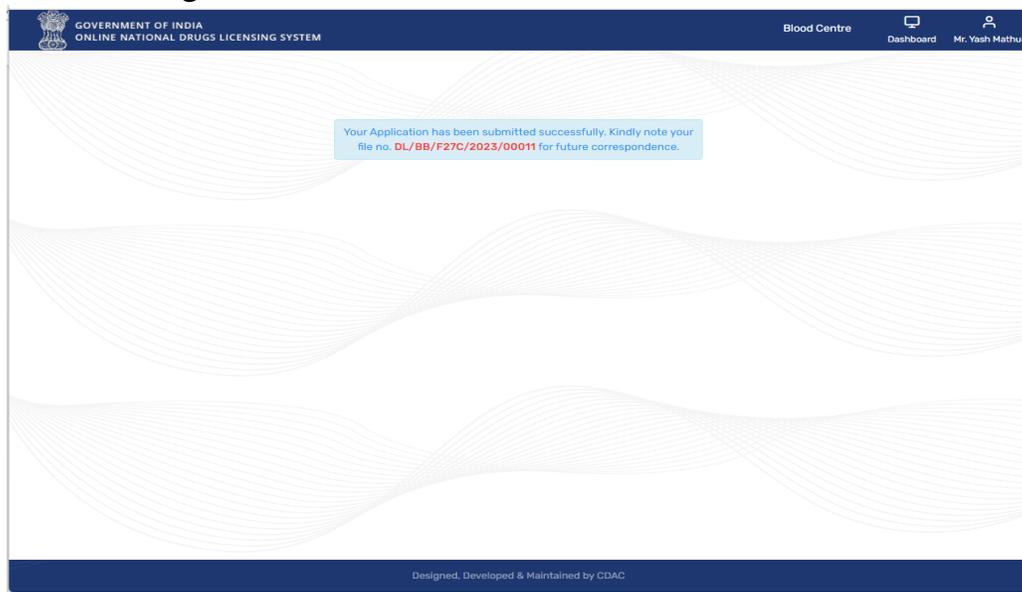


Figure 65: Submitted Application

- User can check the application status in Submitted Application tile from dashboard as shown in Figure 66.

Submitted Application

Show 10 entries Search:

File No.	Form Name	Applicant Address	State FDA Status	CDSCO HQ Status	Action
DL/BB/F27C/2023/00011	Form-27C	ABC limited A-22 chowk delhi, delhi, (India) - 110002	Submitted	Submitted	

- Purpose Retention
- Base Licence No Approval Pending
- XIn Id
- Submission Date 25-10-2023

Showing 1 to 1 of 1 entries Previous 1 Next

Designed, Developed & Maintained by CDAC

Figure 66: Submitted Application Page.

6.4 Old Licence Under Rectification

- If user wants to check for any correction in application, click on this tile to proceed as shown in Figure 67.
- Applications that require some corrections fall under this section.
- The reviewing officer (RO) sends the application back to the applicant for correction.
- The user can see the application that needs to be corrected and submit it again for approval.
- All applications that need rectification are listed on the Licence Due for Retention or Renewal page, as shown in Figure 68. The user can click on the Action link to proceed.

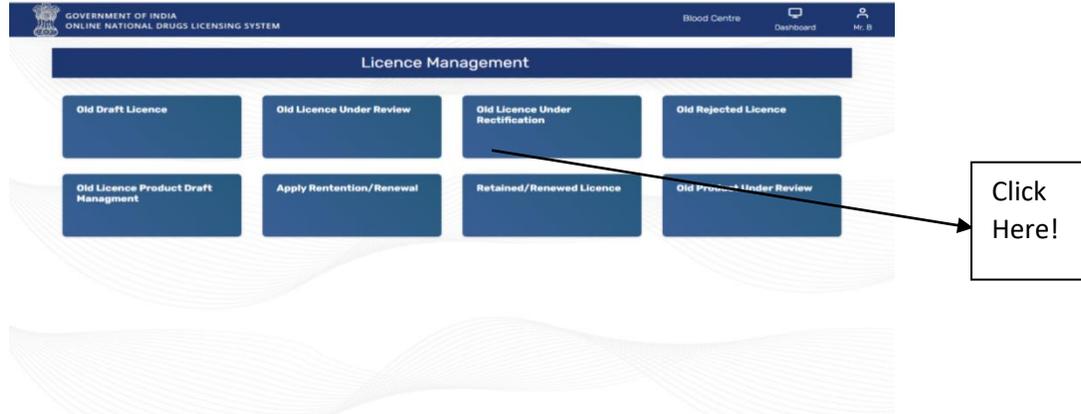


Figure 67: Old Licence under Rectification

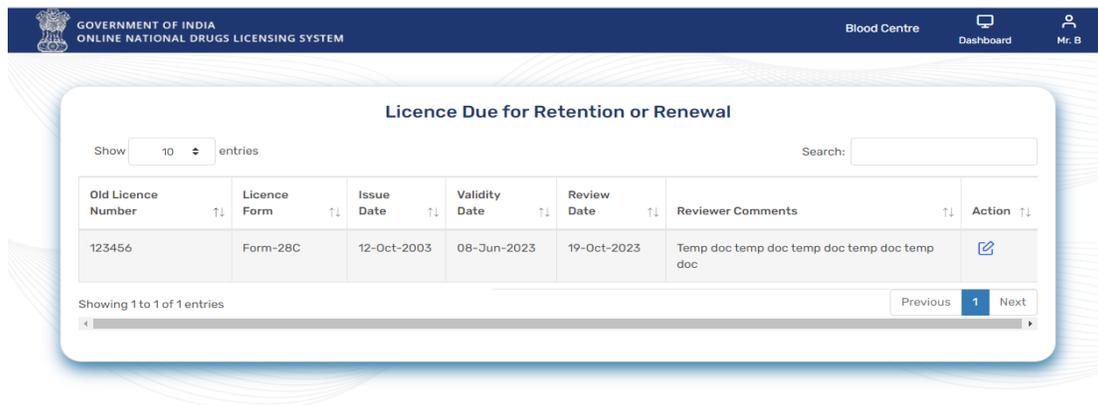


Figure 68: Licence Due for retention or Renewal page

6.5 Old Rejected Licence

- If user wants to check the rejected application, click on Old Rejected Licence tile from the licence Management page to proceed as shown in Figure 61.
- Rejected licence applications will be show on Rejected Licence Page as shown in Figure 69.

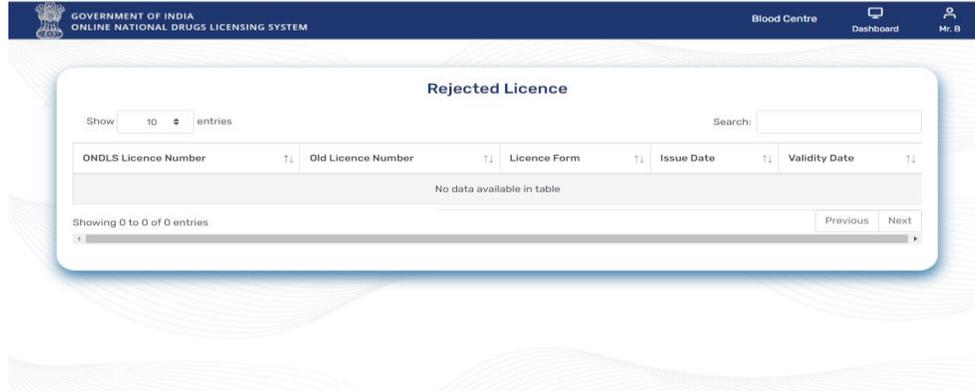


Figure 69. Rejected Licence

6.6 Old Product Under Review

- User can add more products from this page for renewal of licences as shown in Figure 70.

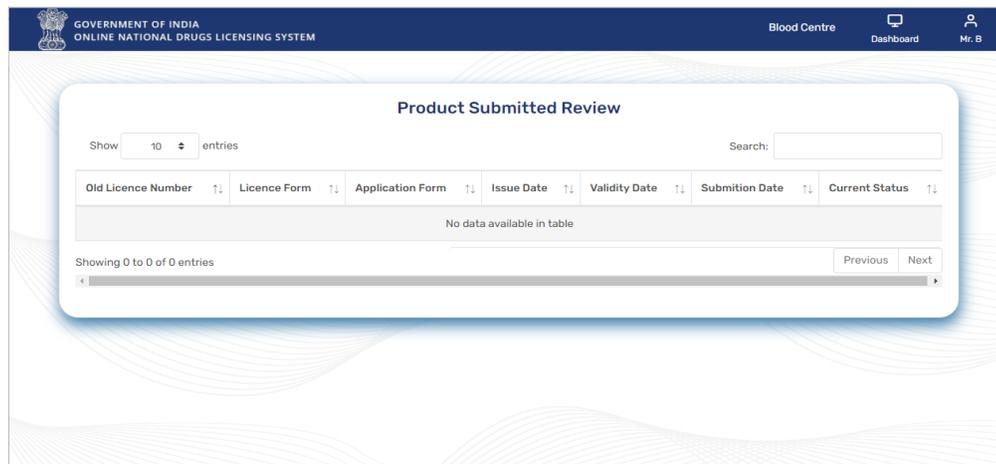


Figure 70: Product Submitted Review

7. Licences

- From this page user can check the status of licences.
- User can apply for retentional and renewal of licences from this tile too as shown in Figure 71.

➤ User can click on Action link and choose option Apply Endorsement as shown in Figure 71.

The screenshot displays the 'Licences' section of the Government of India Online National Drugs Licensing System. The page header includes the system name and the user's name, Mr. Yash Mathur. The main content area shows a table with the following data:

ONDLS Licence Number	Old Licence Number	Licence Form	Issue Date	Validity Date	Status	Action
MLF28C2023DL000006	12890	Form-28C	05-Oct-2017	04-Oct-2023	Active	Apply Endorsement

The 'Action' column for the first entry has a dropdown menu open, showing the option 'Apply Endorsement'. The page also includes a search bar and a 'Showing 1 to 1 of 1 entries' indicator.

Figure 71: Licences

Annexure

List of Figures: -

Diagram 1: DFD Blood Bank Fresh/Old Application Submission.....	3
Figure 1: Applicant Dashboard.....	4
Figure 2: Technical Member.....	5
Figure 3: Technical Member Page.....	6
Figure 4: Technical Personal Profile.....	6
Figure 5: Assign Role.....	7
Figure 6: System Notification.....	8
Figure 7: Email.....	8
Figure 8: Technical Person Hiring Approval Page.....	9
Figure 9: Completed Hiring Process.....	9
Figure 10: Technical Member.....	10
Figure 11: Hired Technical Person Pool.....	11
Figure 12: Product Management.....	11
Figure 13: Blood Bank Product.....	12
Figure 14: Blood & Blood Component.....	12
Figure 15: Blood & Blood Component Details.....	13
Figure 16: Draft Product Listing.....	13
Figure 17: Draft Products.....	14
Figure 18: Draft Product Listing.....	14
Figure 19: Approved Products.....	15
Figure 20: Approved Product Listing.....	15
Figure 21: Add Site Details.....	16
Figure 22: Site Details.....	16
Figure 23: Saved Site Details.....	17
Figure 24: Application Processing.....	18
Figure 25: Fresh Application Submission.....	18
Figure 26: Fresh Application Submission Link.....	19
Figure 27: Application Draft Initial Page.....	19
Figure 28: Firm Detail Confirmation.....	20
Figure 29: Application Product Mapping Page.....	21
Figure 30: Application Technical Member Mapping.....	21
Figure 31: Application Preview.....	22
Figure 32: Licence Product Detail.....	22
Figure 33: Checklist Document Validation and Upload Page.....	23
Figure 34: Upload Checklist.....	23
Figure 35: Payment details.....	24
Figure 36: Application Preview.....	24
Figure 37: Upload Final Form.....	25
Figure 38: Submitted Application	26
Figure 39: Save as Draft.....	27
Figure 40: Submitted Applications.....	27
Figure 41: Submitted Application Status.....	28
Figure 42: Action Link.....	28
Figure 43: Approved Application.....	29

Figure 44: Approved Application list.....	29
Figure 45: Query Raised Application.....	30
Figure 46: Rejected Application.....	30
Figure 47: Post Approval Change Request Application.....	31
Figure 48: Request for Surrender/Withdrawn.....	31
Figure 49: Old Licence Management.....	32
Figure 50: Old Licence Product Draft Management.....	32
Figure 51: Licence Product management.....	33
Figure 52: Blood Component Details.....	33
Figure 53: Licence Management.....	34
Figure 54: Licence Basic Detail.....	34
Figure 55: Retention/Renewal Details Notification.....	35
Figure 56: Licence Retention Detail.....	35
Figure 57: Licence Member Details.....	36
Figure 58: Licence Product Mapping Page.....	36
Figure 59: Draft Licence Preview Page.....	37
Figure 60: Licence Submitted Review.....	37
Figure 61: Apply Retention/Renewal.....	38
Figure 62: Licence Due for Retention or Renewal.....	38
Figure 63: Save As Draft.....	39
Figure 64: Payment Details.....	40
Figure 65: Submitted Application.....	40
Figure 66: Submitted Application Page.....	41
Figure 67: Old Licence under Rectification.....	42
Figure 68: Licence Due for Retention or Renewal page.....	42
Figure 69: Rejected Licence.....	43
Figure 70: Product Submitted Review.....	43
Figure 71: Licences.....	44